

# **JOHORE BAR COMMITTEE**

## **JAWATANKUASA PEGUAM NEGERI JOHOR**

No. 7.02 & 7.03, 7<sup>th</sup> Floor

Menara TJB, No. 9, Jalan Syed Mohd Mufti, 80000 Johor Bahru, Johor

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CIRCULAR NO. 40/11

**FOR MEMBERS ONLY**  
Internal Circulation

01<sup>st</sup> July 2011

**PRIVATE & CONFIDENTIAL**

**TO ALL MEMBERS OF THE JOHORE BAR**

**BY COURT BOX/EMAIL/FAX/JBC WEBSITE**

(Note: As the circular is distributed via e-mail/fax, in the event it is forwarded to one person in a firm,  
Kindly print the same and distribute amongst the other lawyers and pupils in your office)

### **PERLAKSANAAN BIRO PERKHIDMATAN e-FILING MAHKAMAH MUAR**

With reference to the above, we are pleased to bring the following information, which we received from the Registrar of the Session Muar High Court to your attention:

Harap maklum bahawa BIRO PERKHIDMATAN sistem e-filing Mahkamah Muar akan mula beroperasi pada 27 Jun 2011 dan bertempat di Kaunter Mahkamah Rendah Muar bagi memberi perkhidmatan kepada pihak-pihak yang tidak mempunyai kemudahan untuk membuat e-filing secara atas talian (online) kepada Mahkamah yang mempunyai sistem e-Filing seperti berikut:

1. Kompleks Mahkamah Kuala Lumpur (KMKL)
2. Kompleks Mahkamah Shah Alam (KMSA)
3. Kompleks Mahkamah Pulau Pinang (KMPP) /NORTHEM TOWER
4. Mahkamah Johor Bharu (MJB)
5. Mahkamah Persekutuan / Mahkamah Rayuan (POJ)

Harap ambil perhatian bahawa Prosidur pemfailan dokumen melalui Biro Perkhidmatan adalah seperti berikut:

1. Pastikan :
  - (a) Dokumen tidak dikokot (Stapled)
  - (b) Dokumen berada di dalam keadaan baik, tidak terlipat dan terkoyak
  - (c) Kertas yang digunakan bukan dari jenis yang nipis bagi memudahkan proses pengimbasan
  - (d) Dokumen yang hendak diserahkan untuk pengimbasan disusun teratur mengikut mukasurat yang betul
  - (f) Dokumen diasingkan mengikut jenis dan pembahagian Mahkamah
  - (g) Cetakan pada dokumen hendaklah terang, jelas dan tidak kabur.
2. Satu nombor giliran hanya dibenarkan untuk mengimbas maksima 10 dokumen sahaja
3. Jika dalam bentuk digital menggunakan CD atau DVD (Pen Drive tidak dibenarkan), hendaklah dalam format PDF dan asingkan mengikut folder, jenis dokumen, kes baru untuk didaftarkan, kes sediaada dan mengikut Mahkamah
4. Bekalkan alamat email yang sah dan betul
5. SEMAK SLIP BAUCER BAYARAN SEBELUM MEMBUAT BAYARAN

#### **PERHATIAN :**

**PIHAK MAHKAMAH TIDAK AKAN MENYEMAK DOKUMEN YANG DISERAH UNTUK DIIMBAS DAN TIDAK AKAN BERTANGGUNGJAWAB SEKIRANYA TERDAPAT KEKURANGAN ATAU KESILAPAN KEPADA DOKUMEN YANG DIKEMUKAKAN UNTUK DIIMBAS ATAU TELAH DIIMBAS.  
TERIMA KASIH ATAS KERJASAMA ANDA.**

\* We enclose the following :

- Service Bureau Data Entry Contact Person
- e-Filing New Document Type Request Form
- Service Bureau Request Form
- e-Filing Data Amendment Request Form

Encl.

**SHAHAREEN BEGUM**  
**CHAIRPERSON**  
**NORTH JOHORE AFFAIRS**

(This is a computer-generated letter. No signature is required)

## SERVICE BUREAU DATA ENTRY CONTACT PERSON

LOCATION		CONTACT NO	DIVISION	CONTACT PERSON
KMKL	Lower Court	03-6209 4676 03-6207 2039	Sessions & Magistrate	Zaiton bt. Ali Norwati bt. Khalid
	High Court	03-6209 4571 03-6209 4679	Civil	Rosmeeza
			Commercial	Shirazs
			RKK	Prakash
			Family	Rafeah
			Bankruptcy	Firdaus
KM Shah Alam	Lower Court	03-5517 1300	Magistrate	Nabil Kumar A/L Gunasegaran
			Session	Evigan Engkamat Anak Patrick Lawan
	High Court		NCVC	
MMCP Johor Bahru	Lower Court	07-2267935	Magistrate	
			Session	
	High Court	07 226 7654 012 719 6320  07 226 8204	NCVC	Salbiah  Kaunter Mahkamah Tinggi
KM Northam Tower Pulau Pinang	Lower Court	04-2104667 04-2104668	Magistrate	
			Session	
KM Georgetown Pulau Pinang	High Court	04- 251 4069 04- 251 4237 04- 251 4261	NCVC	Nur Afizah Othman Anandi A/P Arumugam Rosnani Rais Yanto
Court of Appeal Putrajaya				
Federal Court Putrajaya		03-8880 3991		Azlina binti Nasir
		03-8880 4002		Nurul Syaza binti Abd Rahman

# eFiling New Document Type Request Form

**Division:** \_\_\_\_\_

**Case Type** (e.g: 22NCC): \_\_\_\_\_

**Document Name** (e.g: Notis XXXXX) : \_\_\_\_\_

**Payment Code** (esKhd Code) : \_\_\_\_\_

**Filing Fees:** RM \_\_\_\_\_

**Setting for the Document Type:**

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Available For New and Exist Case | <input type="checkbox"/> Not Available For Online Submission |                                       |
| <input type="checkbox"/> Only Available For New Case      | <input type="checkbox"/> Multiple Payment Allowed ( )        |                                       |
| <input type="checkbox"/> Mandatory Document for New Case  | <input type="checkbox"/> Payment for Government              |                                       |
| <input type="checkbox"/> Court Seal Needed                | <input type="checkbox"/> Government Viewable                 |                                       |
| <input type="checkbox"/> Officer Signature Needed         | <input type="checkbox"/> Public Viewable                     |                                       |
| <input type="checkbox"/> 2nd Level Needed                 | <input type="checkbox"/> Return Processed Document           |                                       |
| <input type="checkbox"/> Filer Digital Signature Needed   | <input type="checkbox"/> Internal Filing                     |                                       |
| <input type="checkbox"/> Mention Date (Application)       | <input type="checkbox"/> Mention Date (Pelakuan Segera)      | <input type="checkbox"/> Mention Date |

Remarks:

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**\*Note: Kindly Attach any paper form of related information**

**Request By,**

**Approved By,**

**Handle By,**

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**Name:**

**Position:**

**Ext:**

**Date:**

**SERVICE BUREAU REQUEST FORM**

Queue No. \_\_\_\_\_  
 Firm/Agency \_\_\_\_\_  
 Date \_\_\_\_\_  
 Contact Number \_\_\_\_\_  
 Email \_\_\_\_\_  
 (Note:Pls. provide a valid email address for the firm/agency)  
 No. of Documents \_\_\_\_\_  Hardcopy  CD/DVD  
 High Court  Commercial  Civil  Family  RKK  Bankruptcy  Muamalat  
 Lower Court  Session  Magistrate

New Case  Existing Case (Case No. : \_\_\_\_\_)(KMKL/KMSA/KMPP/KMJB/POJ)

#	Document type
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

**SERVICE BUREAU REQUEST FORM**

Queue No. \_\_\_\_\_  
 Firm/Agency \_\_\_\_\_  
 Date \_\_\_\_\_  
 Contact Number \_\_\_\_\_  
 Email \_\_\_\_\_  
 (Note:Pls. provide a valid email address for the firm/agency)  
 No. of Documents \_\_\_\_\_  Hardcopy  CD/DVD  
 High Court  Commercial  Civil  Family  RKK  Bankruptcy  Muamalat  
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New Case  Existing Case (Case No. : \_\_\_\_\_)(KMKL/KMSA/KMPP/KMJB/POJ)

#	Document type
1	
2	
3	
4	
5	
6	
7	
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9	
10	

# eFiling Data Amendment Request Form

Request(s):

\*\* Please tick 1 or more of the following item(s)

- Delete case
- Delete document
- Revert registered case for re-approval
- Revert approved existing case document
- Split scanned document for different grouping
- Join scanned document for same grouping
- Change document type
- Change case type
- Change case number
- Change case parties name
- Change case parties law firm
- Change filer email
- Transfer pending task
- Others : \_\_\_\_\_

Remarks:

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Notes: Kindly attach any paper form of related information.

Requested By,

Approved By,

Handled By,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name:

Position:

Ext:

Date: